

Village of Lake Park

Community Center Reservation Application

Site Requested: _____

Title of Event: _____

Event Date Request: _____ Reoccurring: ____ Yes ____ No
(please attach schedule of date for recurring meetings)

Contact Information (please print neatly)

Primary Contact Name: _____

Phone number: _____ Cell Number: _____

Address: _____

City: _____ State _____ Zip _____

Secondary Contact Name: _____

Phone Number: _____ Cell Number: _____

Set up Time: _____:_____ am or pm (rental time begins at set up)

Event Start Time: _____:_____ am or pm

Event End Time: _____:_____ am or pm

Tear Down complete: _____:_____ am or pm (rental time ends at clean up)

Will any other service providers be arranged: _____ Yes _____ No
(Cleaning Service, Entertainers, Tent or Other Equipment Provider?)

I understand and will abide by all the rules that apply to this event as defined in the Parks Policy & Reservation Guidelines. I take full responsibility for leaving the site in the same condition it was released to me, for a full payment of fees and for full provision of all certificates of insurance for services I, or anyone in my group, may arrange as part of this event. All payments, schedules, or other required documents attached which apply to this event. **I must present a valid form of ID with application.**

Signed: _____

Date: _____

***** In Office Use Only

Required Security Deposit: \$100 Cash _____ Check # _____ (will be deposited)

Rental Fee LP Resident: \$ 65.00 (3 hours) Additional time: \$ _____ Paid: \$ _____

Rental Fee Non-Resident: \$ 100.00 (3 hours) Additional time: \$ _____ Paid: \$ _____

payment rec'd by: _____